



WEBSITE: [HTTP://WWW.DFA.MS.GOV](http://www.dfa.ms.gov)
TELEPHONE NUMBER: 601-359-3409
FAX NUMBER: 601-359-3910



Purchasing Notes

Ross Campbell, Director OPTFM

Liz DeRouen

Belinda Russell

Michael Cook, Director, Bureau of Purchasing & Contracting

James Brabston

Christopher Statham

LaShun Smith

Easter C. Haimur

Kizzie Shorter

Steve Tucker, Director, Bureau of Marketing, Travel & Card Programs

Yolanda Thurman

Candice Hay

Ashley Harrell

Kajarius White

Billy Beard, Director, Bureau of Fleet Management

Ramona Jones

WHAT'S INSIDE THIS ISSUE

- Featured Contract Page 2
 - Furniture
- Procurement Card Notes P3
- OPTFM Questions & Answers P4
- Travel Agencies on State Contract P5
- CMPA Training Class P6
- CMFM Training Class P6

August Newsletter

420 FURNITURE



CAFETERIA, DORMITORY, LIBRARY FURNITURE/ LIBRARY SHELVING, LOUNGE, MODULAR OFFICE, SCHOOL FURNITURE, SEATING, WOOD DESKS & WOOD CREDENZAS

Type of Contract: These are negotiated state contracts. (Negotiated means that agencies can negotiate the best price from the listed contract vendors.) State agencies may purchase from any of the listed contract vendors or state agencies may purchase the item(s) from other than the contract vendors provided they follow the applicable procedures set forth in section 31-71-13 (a), (b), or (c) and the price shall not exceed the negotiated contract price.

These contracts feature various types of furniture that are available for purchase. The dates of these contracts are July 1, 2021 – June 30, 2022.

The furniture contracts that have been posted on the Office of Purchasing, Travel, and Fleet Management's, (OPTFM) website. There are currently 115 vendors who provide a variety of furniture products to meet your needs. These contracts may be viewed on OPTFM's website at the below link and in MAGIC.

<http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/purchasing-and-travel/negotiated-contracts/d-e-f/furniture-cafeteria-dormitory-library-lounge-modular-office-school-furniture-seating-wood-desks-and-wood-credenzas/>

If you have questions regarding the Furniture Contracts, you may contact one of the Contract Analysts below in the OPTFM Bureau of Purchasing and Contracting, 701 Woolfolk Building, Suite A, 501 North West Street, Jackson, MS 39201.

Kizzie Shorter (A-G)

Email – Kizzie.Shorter@dfa.ms.gov

Phone - 601-359-5041

Fax - 601-359-3910

LaShun Smith (H-M)

Email – LaShun.Smith@dfa.ms.gov

Phone - 601-359-1310

Fax - 601-359-3910

Easter Haimur (N-Z)

Email – Easter.Haimur@dfa.ms.gov

Phone – 601-359-2030

Fax- 601-359-3910

*During the last period, these contracts had total sales of **\$11,548,044.93**.*

Procurement Card Notes

When utilizing your procurement card for authorized purchases, please be sure that all State of Mississippi sales taxes are removed from the transaction.



Per Section 27-65-105(a) of the Mississippi Code of 1972, Annotated, state agencies are exempt from state sales tax. This section provides that sales of tangible personal property or services made to the United State Government, the State of Mississippi and its departments, institutions, counties, and municipalities or departments or school districts of said counties and municipalities are exempt from sales taxes. Invoices and/or receipts should be reviewed to ensure that the vendor did not charge sales tax.

If any State of Mississippi sales tax is charged to the account, *the cardholder is responsible* for obtaining that sales tax back from the vendor. The cardholder should also obtain an itemized receipt from the vendor reflecting that specific credit back to the account. *All cardholders that do not obtain a credit back to the account for any State of Mississippi sales tax charged to the account, are personally responsible for paying that sales tax back to their agency.*





If you have any questions about sales tax or any other procurement card related issue, please feel free to contact Yolanda Thurman, 601-359-2016, Yolanda.Thurman@dfa.ms.gov.





Questions and Answers

The Office of Purchasing, Travel and Fleet Management receives questions daily on many different topics.
We will be sharing answers to some of these questions in our monthly newsletters.

<u>Questions</u>	<u>Answers</u>
<p>Can a governmental entity use a Cooperative Contract if OPTFM has <i>not</i> adopted the contract?</p> 	<p>No. A governmental entity cannot use a Cooperative Contract <i>unless</i> that particular contract is listed on OPTFM's website. If the contract is listed there, that means that OPTFM has "adopted" that contract from a particular cooperative. Then, and only then, can a governmental entity use that contract. Certified Purchasing Officers may use Cooperative Contracts, but must first receive approval from OPTFM.</p>
<p>I work at a state agency, do I have to publish my bid in MAGIC?</p> 	<p>Yes, if you are a state agency using MAGIC you MUST publish your bid in MAGIC.</p> 
<p>Who is eligible for CMPA classes?</p> 	<p>Any purchasing agent or official who is an administrator, superintendent, purchase clerk, or other chief officer so designated, and having general or special authority to negotiate for and make private contract for or purchase for any state agency is eligible to take the CMPA class. The definition of agency procurement officer is any person duly authorized to enter into and administer contracts and make written determinations with respect thereto. The term also includes an authorized representative acting within the limits of authority. If a person has the authority to issue purchase orders, issue invitations to bid, receive and accept bids, or negotiate contract clauses; then they are considered to be a purchasing agent for the purposes of this policy. Only state agency purchasing agents may take the class.</p>
<p>What is a P-1?</p>	<p>A P-1 is a Request for Authority to Purchase. It is submitted electronically, through MAGIC, when requesting sole source, emergency, or competitive bid approval, or for trade-in with purchase, etc.</p>

Travel Agencies Services

The OPTFM Bureau of Marketing, Travel and Card Programs has approved a list of travel agency service providers and these can be located on our website at <https://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/competitive-contracts/s-t-u/travel-agency-services/>, to provide travel services for the officers and employees of the State of Mississippi and its Governing Authorities. This multiple award contract is based on proposals received from various vendors all over the United States.

Each state agency may choose one or more state contract travel agency to handle their travel requirements. It is our recommendation that each agency advise its employees which travel agency(ies) is to be used and designate a liaison to work with the travel agency(ies).

We would also like to announce three new vendors added to this year's list of Travel Agency Service providers. They are as follows:

- 1) Business Travel Center of Reno, NV**
- 2) Christopherson Andavo Travel of Salt Lake City, UT**
- 3) Sunward Adventures of Riverside, CA**

We look forward to each agency assisting our state agencies and governing authorities this fiscal year with their travel needs.



Certified Mississippi Purchasing Agent Training (CMPA)

The next CMPA training will be an in-person class and is scheduled for September 28-30, 2021, in Room 145 of the Woolfolk Building. If you are a state agency purchasing official, this training is just for you. Please refer to the link below for instructions to sign up. Students will be seated 3 feet apart. Masks are recommended. We look forward to seeing you!!!

<https://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-marketing-travel-and-card-programs/cmpa-training/>

Certified Mississippi Fleet Manager Training (CMFM)

The Bureau of Fleet Management is considering adding a CMFM class in August, but we need a few more to sign up. If you or your agency has someone that is interested, please contact one of the BFM team members listed below. Students will be seated 3 feet apart. Masks are recommended.

Thank you!

- Billy Beard, billy.beard@dfa.ms.gov
- Ramona Jones, ramona.jones@dfa.ms.gov

